

DDA Registry
86-0867X

DDA SUBJECT FILE COPY

45-20

ROUTING AND TRANSMITTAL SLIP

Date

1 MAY 1986

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. C/INSS/OL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Tony: The OL "Yellow Pages" is an excellent innovation. We have looked it over and made some comments (attached). The Mary on note #1 is [redacted] - the former CIA Chief Telephone Operator for 20 years. She replaced [redacted] on DDA/Plans staff. You can see from her comments she knows the telephone business. Jim McDonald suggests a 3 ring binder rather than staples.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FI

Room No.—Bldg.

7D-18-NSS

EKD/ODA

5041-102

* U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date 4/30

TO	Initials	Date
1. [redacted]	YAL	1 MAY 1986
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I discussed with [redacted] the need to prefix the black numbers (HQS) with a [redacted] and the incorrect secure numbers that I recognize. She asked me to mark up the (over)

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5045-102

U.S.G.P.O. FORM 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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FPMR (41 CFR) 101-11.206

copy for her.

Also made a change to last page in an effort to avoid offending OIT.

Rest looks good to me and should be useful, especially to secretaries, if put in loose leaf binder and regularly updated.

In long term, may want to consider adding this to the CIA Directory to reduce printing cost.

ROUTING AND TRANSMITTAL SLIP

Date

21 APR 86

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. EXO/DDA

Bum

21.4

2. ADDA

S

22 APR 1986

3. DDA

NO

22 APR 1986

4.

5. EXO/DDA

Action

File

Note and Return

Approval

For Clearance

Per Conversation

As Requested

For Correction

Prepare Reply

Circulate

For Your Information

See Me

Comment

Investigate

Signature

Coordination

Justify

REMARKS

1. Not sure Bounded Back is best way to go. Name = Tel Nos will change before back is even printed

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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SECRET

DD/A Review
86-0867X

15 APR 1986

MEMORANDUM FOR: See distribution

FROM:

Chief, Information & Management Support Staff, OL

SUBJECT: OL "Yellow Pages"

1. Last summer I talked with each of you, or your predecessors, about OL's "image" study.

2. One need that surfaced frequently was for something explaining what we do, just who does it, where our customers can go for help, and how they can get what they need. With that in mind, we've compiled a draft document that we call the "OL Yellow Pages." As you might expect, it's patterned largely after the telephone company's "yellow pages", with the various logistics activities and telephone numbers, plus helpful information in "boxes" throughout. We plan to print it in bound-form, with the alphabetical section running continuously (that is, continuing the categories one-behind-the-other from page-top-to-bottom instead of broken into separate pages). So we can make this as useful as possible, I'd be grateful if you'd take the time to review the attached draft and give me your comments or suggestions, by 30 April. Feel free to telephone your ideas to me or to my action officer, at

3. We have numerous actions under way in OL as a result of my visits with you. I've delayed giving you feedback until some of those actions were actually completed or at least well in progress rather than merely on the drawing board. I should have some substantive accomplishments to report within the next few months.

4. Again, thanks for your candid, constructive criticisms. They will help us give all of you better service, which is one of Hank Mahoney's #1 priorities.

Attachment
Draft "OL Yellow Pages"

AIUO when separated from
secret attachment

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Page Denied

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OFFICE OF LOGISTICS

"YELLOW PAGES"

A listing of logistics activities,
responsible offices,
and telephone numbers

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OL Yellow Pages

Table of contents

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Introduction	
Component Logistics Officers	
Logistics regulations	
OL services - alphabetical listing	

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INTRODUCTION

WHAT "OL YELLOW PAGES" ARE: These "Yellow Pages" are intended as a handy reference guide to the many services the Office of Logistics provides for the Agency, both in the field and in the Headquarters and external Agency-occupied buildings in the Metropolitan Washington Area.

WHO THEY'RE FOR: We hope the listing will be helpful to all our customers, as well as to Logistics Officers, Admin Officers, secretaries, and others who perform duties of a logistical nature. Because it also can be used "in-house", it includes some sections marked "OL only".

HOW TO USE THEM: In the alphabetical section you'll find headings that are generally descriptive of the category of service. Under each heading are then listed the services themselves, also in alphabetical order, with the responsible OL component, secure and nonsecure telephone numbers, form numbers if required, and a few general tips. For policy and detailed procedures, you should refer to the appropriate regulatory issuance (all current Logistics HR/FRs and HHB/FHBs are listed on page ____) or consult the person designated to handle logistics matters in your own component.

YOUR FIRST SOURCE: Although contact offices and telephone numbers are provided, please remember that your first channel is through your component Logistics Officer or other designated contact person. Their telephone numbers are listed separately on page ____.

LET US KNOW: We welcome your comments as to the booklet's usefulness, plus your suggestions for improvements. Use the tear-out form on the next page, or call the Information & Management Support Staff, OL, on

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Evaluation - "OL Yellow Pages"

(mail to OL/IMSS,)

I found the "OL Yellow Pages" (check all appropriate):

Fairly useful _____ Very useful _____ Not useful _____

About right _____ Too long _____ Too short _____

Well organized _____ Fairly well organized _____ Confusing _____

(Explain, if desired)

Needs information about _____

Suggest these changes/additions:

Name and component (optional)

SECRET

~~SECRET~~

Component Logistics Officers

<u>Component</u>	<u>Telephones</u>	
	<u>Black</u>	<u>Green</u>

(to be finalized)

SECRET

Page Denied

Next 49 Page(s) In Document Denied